
Chapter 21: Geographic Area Affairs Records

African Affairs-Office of the Assistant Secretary**A211001a Assistant Secretary's Files**

Description: a. Chronological and Subject Files. Arranged partly in chronological order and partly by subject. Telegrams, memorandums, briefing papers and correspondence.

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-18, item 1a

A211001b Assistant Secretary's Files

Description: b. Calendar - Appointment Book. Listing of appointments and meetings. No substantive information recorded.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-18, item 1b

A211002 Deputy Assistant Secretaries' Files - Arranged both chronologically and by subject

Description: Telegrams, memorandums, press releases, copies of speeches, correspondence and other records documenting their activities.

Disposition: Block files by year. Destroy when 3 years old.

DispAuthNo: N1-59-93-18, item 2

A211003a Staff Assistants' Files

Description: a. Subject Files. Copies of White House readings, reports, inspection reports, studies, briefing material, Special caption documents, and other documentation needing to be retained for operational purposes.

Disposition: Block by year. Destroy when one year old.

DispAuthNo: N1-59-93-18, item 3a

A211003b Staff Assistants' Files

Description: b. Chronological Files. Arranged by month. Pending and completed taskings, copies of telegrams which are cleared on by the Front Office, special caption documents and channel messages, papers on specific events, i.e. visits, briefings, etc., copies of policy papers and other documentation which are controlled by or of interest to the Front Office.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-93-18, item 3b

Chapter 21: Geographic Area Affairs Records

A211004 Top Secret Documents**Description:**

Disposition: Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 3 years old. Transfer to the WNRC when 6 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-18, item 4

A211005 NODIS, EXDIS, and Roger Channel Messages**Description:**

Disposition: Destroy when no longer needed and inform S/S. Do not retire.

DispAuthNo: N1-59-93-18, item 5

A211006a Working Files - Rough notes or drafts, calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material used for convenience of reference or to prepare or analyze other documents

Description: a. Drafts which form an integral part of the finished project or show changes of policy.

Disposition: Remove and place in official file along with other documentation.

DispAuthNo: N1-59-93-18, item 6a

A211006b Working Files - Rough notes or drafts, calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material used for convenience of reference or to prepare or analyze other documents

Description: b. Calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-18, item 6b

Chapter 21: Geographic Area Affairs Records

African Affairs-Office of the Executive Director**A211101a Executive Director's Files**

Description: a. Subject Files. Telegrams, memorandums, decision papers, minutes of meetings, inspection reports and other documentation used by the Executive Director in directing the administration and management of the bureau.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-22, item 1a

A211101b Executive Director's Files

Description: b. Ambassador Absences Files. Arranged by alphabetical order by post. Telegrams to and from posts regarding ambassadors' absences and who is to be left in charge.

Disposition: Screen periodically and destroy documents no longer current.

DispAuthNo: N1-59-93-22, item 1b

A211101c Executive Director's Files

Description: c. Chronological Files. Extra copies of communications of all types, arranged chronologically. The official communications are filed in subject file.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-22, item 1c

A211102a Management Analysis Files

Description: Mission program planning files for the bureau. Contains the mission program plans, reports, studies, surveys, inspection reports, guidelines, questionnaires and responses and other documents used in making projections and completing studies.

a. Mission Program Plans. Arranged alphabetically by post. Contains all of the background data, the post profiles and the 5-year reports.

Disposition: Permanent. Retire to RSC when 5 years old. Transfer to the WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-22, item 2a

Chapter 21: Geographic Area Affairs Records

A211102b Management Analysis Files

Description: Mission program planning files for the bureau. Contains the mission program plans, reports, studies, surveys, inspection reports, guidelines, questionnaires and responses and other documents used in making projections and completing studies. Arranged alphabetically by post. Contains all of the background data, the post profiles and the 5-year reports.

b. All Other Files. Inspections, guidelines, work requirements, questionnaire/responses, surveys, cost analyses, telegrams, background material and studies used to make evaluations of post for entrance into the small embassy/consulate program, to justify country or regional programs and projects, etc.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-22, item 2b

A211103a Post Management Officers' Files - Arranged by TAGS and Terms

Description: Telegrams, memorandums, reports, guidelines, procedures, telephone bills, copies of leases, mission program plans, post profiles and all other documentation relating to post management, including leases, staffing, program planning, post evacuations, official vehicles, personal contracts, health, allowances, fraud, etc.

a. Precedent Setting Cases.

Disposition: Retain until no longer needed.

DispAuthNo: N1-59-93-22, item 3a

A211103b Post Management Officers' Files - Arranged by TAGS and Terms

Description: Telegrams, memorandums, reports, guidelines, procedures, telephone bills, copies of leases, mission program plans, post profiles and all other documentation relating to post management, including leases, staffing, program planning, post evacuations, official vehicles, personal contracts, health, allowances, fraud, etc.

b. All Other Cases.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-93-22, item 3b

Chapter 21: Geographic Area Affairs Records

African Affairs-Country Desks**A211201a Country/Subject Files (dated 1990 and forward) - Arrange by country, thereunder by subject and/or organization**

Description: Telegrams, airgrams, memorandums (action, briefing, information, etc.) reports, notes, correspondence, official-informals, policy papers, guidance, biographical information, memorandums of conversation, drafts, speeches or statements, news articles and releases, briefing papers, facsimiles, intelligence assessments and other material relating to the general conduct of U.S. foreign relations within the countries assigned to each officer. All records are covered regardless of where they are located.

a. Program Files. Those records which document the functions for which the office exists, i.e. they establish, define or discuss foreign policy positions or set precedent. They include telegrams, memorandums, correspondence, reports, policy/position papers and other related documents.

Disposition: Block by year. Retire to RSC when 3 years old for transfer to WNRC. Destroy when 9 years old.

DispAuthNo: N1-59-93-23, item 1a

A211201b Country/Subject Files (dated 1990 and forward) - Arranged by country, thereunder by subject and/or organization

Description: Telegrams, airgrams, memorandums (action, briefing, information, etc.) reports, notes, correspondence, official-informals, policy papers, guidance, biographical information, memorandums of conversation, drafts, speeches or statements, news articles and releases, briefing papers, facsimiles, intelligence assessments and other material relating to the general conduct of U.S. foreign relations within the countries assigned to each officer. All records are covered regardless of where they are located. Administrative materials and documentation which do not establish, define and discuss foreign policy positions or set precedent. Non-substantive telegrams, memorandums, correspondence and other related documents.

b. Administrative Files. Administrative materials and documentation which do not establish, define and discuss foreign policy positions or set precedent. Non-substantive telegrams, memorandums, correspondence and other related documents.

Disposition: Destroy when the corresponding program files are retired.

DispAuthNo: N1-59-93-23, item 1b

Chapter 21: Geographic Area Affairs Records

A211201c Country/Subject Files (dated 1990 and forward) - Arranged by country, thereunder by subject and/or organization

Description: Telegrams, airgrams, memorandums (action, briefing, information, etc.) reports, notes, correspondence, official-informals, policy papers, guidance, biographical information, memorandums of conversation, drafts, speeches or statements, news articles and releases, briefing papers, facsimiles, intelligence assessments and other material relating to the general conduct of U.S. foreign relations within the countries assigned to each officer. All records are covered regardless of where they are located.

c. Special Collections. Briefing books and files retained when the corresponding block is retired. The date range of the material will vary because their active use extends beyond 3 years.

Disposition: Permanent. Retire immediately when no longer of use in office for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-23, item 1c

A211202a Task Force/Working Group Files

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing cables, issue papers, briefing materials, contact lists, schedules and minutes of meetings and other related documents.

a. Operations Center Task Force/Working Group.

Disposition: After ascertaining that the disbandment report containing all substantive After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by S/S-IRM/SRD, destroy 1 year after conclusion of Task Force. S/S-IRM/SRD is responsible for the historical record.

DispAuthNo: N1-59-93-23, item 2a

A211202b Task Force/Working Group Files

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing cables, issue papers, briefing materials, contact lists, schedules and minutes of meetings and other related documents.

b. Bureau Level Task Force/Working Group.

Disposition: Permanent. Retire to RSC 1 year after conclusion of Task Force/Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-23, item 2b

Chapter 21: Geographic Area Affairs Records

A211203a Briefing Books - Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions

Description: a. Briefings Books for Secretary of State.

Disposition: Destroy when 3 years old. The record copy is retained by S/S.

DispAuthNo: N1-59-93-23, item 3a

A211203b(1) Briefing Books - Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions

Description: b. Other briefing books , including ones prepared for the Assistant Secretary, Deputy Assistant Secretaries and codels.

(1) Master.

Disposition: Permanent. When 3 years old, transfer to RSC. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-23, item 3b(1)

A211203b(2) Briefing Books - Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions

Description: b. Other briefing books, including ones prepared for the Assistant Secretary, Deputy Assistant Secretaries and codels.

(2) Copies.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-23, item 3b(2)

A211204a Biographic Files - Background information maintained on political leaders, foreign ministry officials, and military leaders. Telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.

Description: a. Information duplicated in INR.

Disposition: Review annually, destroy if no longer needed.

DispAuthNo: N1-59-93-23, item 4a

Chapter 21: Geographic Area Affairs Records

A211204b Biographic Files - Background information maintained on political leaders, foreign ministry officials, and military leaders. Telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.

Description: b. Unique information not duplicated in INR.

Disposition: Review annually, offer to INR/B.

DispAuthNo: N1-59-93-23, item 4b

Chapter 21: Geographic Area Affairs Records

African Affairs-Office of Regional Affairs**A211301a Program Subject Files (dated 1990 and forward) - Arrange by TAGS and Terms**

Description: Grouped by subject and/or organization according to how assignments are made to individual officers. Thereunder arranged by subject, committee or country as is appropriate. Subjects include, but are not limited to, labor, democracy, narcotics, refugees, human rights, AIDS, political/military, security assistance, UN, OAU, NAM. Guidance and briefing materials, telegrams, correspondence, research papers, reports, memorandums, intelligence assessments, speeches, press conference and summaries, issue papers, logs, project evaluations, proposals, concept papers, policy/position papers, documents of international organizations, minutes of meetings and other documents relating to regional issues and concerns that are of interest and importance to the U.S. or region.

a. Program Files. Records which establish, define and discuss foreign policy positions or set precedent. Included are telegrams, memorandums, correspondence, reports, policy/position/issue papers, background and briefing materials, and other related documents.

Disposition: Block by year. Retire to RSC when 3 years old for eventual transfer to the WNRC. Destroy when 9 years old.

DispAuthNo: N1-59-93-19, item 1a

A211301b Program Subject Files (dated 1990 and forward) - Arrange by TAGS and Terms

Description: Grouped by subject and/or organization according to how assignments are made to individual officers. Thereunder arranged by subject, committee or country as is appropriate. Subjects include, but are not limited to, labor, democracy, narcotics, refugees, human rights, AIDS, political/military, security assistance, UN, OAU, NAM. Guidance and briefing materials, telegrams, correspondence, research papers, reports, memorandums, intelligence assessments, speeches, press conference and summaries, issue papers, logs, project evaluations, proposals, concept papers, policy/position papers, documents of international organizations, minutes of meetings and other documents relating to regional issues and concerns that are of interest and importance to the U.S. or region.

b. Special Collections. Briefing books and files retained when the corresponding block is retired. Date range of material vary because their active use extends beyond 3 years.

Disposition: Permanent. Review every year. When 5 years old, retire to RSC. Transfer to WNRC when 6 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-19, item 1b

Chapter 21: Geographic Area Affairs Records

A211301c Program Subject Files (dated 1990 and forward) - Arranged by TAGS and Terms

Description: Grouped by subject and/or organization according to how assignments are made to individual officers. Thereunder arranged by subject, committee or country as is appropriate. Subjects include, but are not limited to, labor, democracy, narcotics, refugees, human rights, AIDS, political/military, security assistance, UN, OAU, NAM. Guidance and briefing materials, telegrams, correspondence, research papers, reports, memorandums, intelligence assessments, speeches, press conference and summaries, issue papers, logs, project evaluations, proposals, concept papers, policy/position papers, documents of international organizations, minutes of meetings and other documents relating to regional issues and concerns that are of interest and importance to the U.S. or region.

c. All Other Files.

Disposition: Block by year. Destroy when 3 years old at the time the program files are retired

DispAuthNo: N1-59-93-19, item 1c

A211302 Chronological File

Description: Extra copies of outgoing communications of all types, arranged chronologically without regard to the subject. The official copy of the communications is filed in the subject program file.

Disposition: Destroy when 1 year old, or sooner.

DispAuthNo: N1-59-93-19, item 2

A211303 Political/Military Survey and Reports File

Description: A reference file of surveys and reports done by U.S. Government (military) for other countries. Arranged by country.

Disposition: Destroy when no longer needed for operations.

DispAuthNo: N1-59-93-19, item 3

Chapter 21: Geographic Area Affairs Records

African Affairs-Public Affairs Staff**A211401 Africa U.S. Press**

Description: Summaries of daily newspaper clippings from U.S. newspapers which are circulated throughout the AF Bureau and AF foreign service posts.

Disposition: Destroy when 4 months old.

DispAuthNo: N1-59-93-20, item 1

A211402 Press Guidance File - Arranged by country and date

Description: Questions and answers prepared for the Department of State Spokesperson to be used during the daily noon press briefings.

Disposition: Destroy when 1-1/2 years old.

DispAuthNo: N1-59-93-20, item 2

A211403 Speeches by the AF Assistant Secretary

Description: Copies of speeches, statements and interviews to the press, Congress and conferences. Also, included are press conferences held on site during visits to other countries.

Disposition: Permanent. Cut off at the end of the incumbent's tenure. Retire to the RSC immediately. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-20, item 3

A211404 Speeches by Principal Deputy Assistant Secretary and Deputy Assistant Secretaries and various other individuals

Description: Speeches, statements, press conferences by above named principals and various individuals – Senators, UN Secretary General, Department officials, the President, the Secretary and high level officials of other countries.

Disposition: Destroy when no longer needed for reference.

DispAuthNo: N1-59-93-20, item 4

A211405 Investment Climate Report

Description: Data obtained from the Foreign Economic Trends (Commerce Department publication) and published annually for the Trends Investment Conference. No new information is added to it.

Disposition: Destroy when superseded or when no longer needed in current operations.

DispAuthNo: N1-59-93-20, item 5

Chapter 21: Geographic Area Affairs Records

A211406 Speaker Bio Files

Description: Biographic data on Bureau principals which is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.

Disposition: Destroy when superseded or when tenure of principal is terminated.

DispAuthNo: N1-59-93-20, item 7

A211407 South African General Files

Description: Collection of notebooks containing reference documents on South Africa, i.e. speeches, reports, press conferences, articles from publications, briefing and background papers, Q's and A's, presidential actions, etc.

Disposition: Destroy when no longer needed for current operations.

DispAuthNo: N1-59-93-20, item 8

A211408 Compiled articles from four magazines which were distributed throughout the bureau.

Description:

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-20, item 9

Chapter 21: Geographic Area Affairs Records

African Affairs-Economic Policy Staff**A211501a Subject/Country Files - Arranged by subject and therunder by country**

Description: Copies of contracts and agreements, cables, memorandums, news clippings, reports, issue papers and other documentation relating to foreign economic assistance, including general policy, African Development Foundation (ADF), conferences, global coalition for Africa, multilateral donors, small country programs, PL-480 general, Title I, II, III and other related subjects.

a. Special Self-Help Files.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-93-21, item 1a

A211501b Subject/Country Files - Arranged by subject and thereunder by country

Description: Copies of contracts and agreements, cables, memorandums, news clippings, reports, issue papers and other documentation relating to foreign economic assistance, including general policy, African Development Foundation (ADF), conferences, global coalition for Africa, multilateral donors, small country programs, PL-480 general, Title I, II, III and other related subjects.

b. Other Subjects.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-21, item 1b

Chapter 21: Geographic Area Affairs Records

European Affairs**A212001 Soviet and Eastern European Exchange Files**

Description: Correspondence, memorandums, memorandums of conversation, airgrams, telegrams, notes, speeches, newspaper clippings, press releases, biographic information, and other papers on each exchange between the United States and Soviet and Eastern European countries in the fields of culture, education, science, and industry.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-77-7

A212002 Consular Issues Files

Description: Consists of correspondence on consular services provided by the Department on the following issues: welfare and whereabouts of American citizens, assistance to American citizens, representation list cases, expatriate files, arrests, deportations, death cases, property claims cases, and US/Soviet correspondents visa case files.

Disposition: Retire to RSC 3 years after close of case. Destroy 5 years after close of case.

DispAuthNo: NC1-59-85-4, item 1

A212003 Resolved and Inactive Emigration Cases

Description: Consists of telegrams, airgrams and correspondence covering emigrant visa requests from Soviet citizens, requests and arrangements for CODEL visits to Soviet Union and issuance and denial of visa requests for US couriers to Soviet Union.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: NC1-59-85-4, item 2

A212004 Binational Marriage Case Files

Description: Consists of telegrams, airgrams and correspondence requesting marriage licenses and visas for Soviets married to Amcits.

Disposition: Retire to RSC 3 years after close of case. Destroy 117 years after close of case.

DispAuthNo: NC1-59-85-4, item 3

Chapter 21: Geographic Area Affairs Records

A212005 Inter-Agency Coordinating Committee on US Soviet Relations (ICCUSA)

Description: Consists of agreements, background notes, calendars of activities, general correspondence, lists of agreements, memorandums, reports and telegrams. Relates to activities, agencies represented, Congressional oversight hearings, contacts, guidelines, meeting agendas, meeting proceedings, minutes, organization, overviews, participants, pre-meetings, press and public inquiries, press clippings, records of meetings, and talking points. Documents ICCUSA's responsibilities of monitoring and coordinating mechanisms of U.S. Government activities and interests to provide a comprehensive picture of all affairs with the Soviet Union.

Disposition: Permanent. Break file annually. Retire to RSC after 5 years. Transfer to WNRC after 7 years. Transfer to NARA after 30 years.

DispAuthNo: N1-353-87-1

A212006 Berlin Desk Files - Political Subject Files

Description: Arranged by subject. Consists of copies of memoranda, correspondence, telegrams, speeches, official-informals, memoranda of conversations, briefing papers, position papers, press releases, issues and activities in Berlin.

Disposition: Permanent. Cutoff at the end of the calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-91-27

Chapter 21: Geographic Area Affairs Records

Inter-American Affairs-Office of the Assistant Secretary

A213001a Assistant Secretary's Files-Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Assistant Secretary without being sent to an action office.

Description: a. Telegrams, congressional correspondence, diplomatic notes, other agency and channel messages, substantive correspondence, memorandums, reports, policy papers and related correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents.

Disposition: Permanent. Transfer to the RSC when 3 years old. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-94-3, item 1a

A213001b Assistant Secretary's Files-Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Assistant Secretary without being sent to an action office.

Description: b. Non-substantive correspondence, memorandums and related papers which do not establish, discuss or define foreign policy or set precedent.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-94-3, item 1b

A213002 Schedules of Daily Activities

Description: Correspondence of the Assistant Secretary and Deputy Assistant Secretary containing non-substantive information. Documents reflect meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity. Included are calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity, excluding materials determined to be personal.

Disposition: Destroy when no longer needed.

DispAuthNo: GRS 23, item 5(b)

Chapter 21: Geographic Area Affairs Records

A213003a Staff Assistant Files

Description: a. Electrostatic copies of telegrams, action memorandums, briefing materials and congressionals requiring attention of the Assistant Secretary. Original copies of action memorandums are maintained by the Executive Secretariat. Documents are microfilmed by S/S and forwarded to OIS for inclusion in the Central Foreign Policy File.

Disposition: Transfer to the RSC when 1 year old for transfer to WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-3, item 3a

A213003b Staff Assistant Files

Description: b. Internal Memorandums.

Disposition: Permanent. Block files by calendar year. Transfer to RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-3, item 3b

A213003c Staff Assistant Files

Description: c. NODIS, EXDIS and ROGER Caption Documents.

Disposition: Destroy when 60 days old and inform S/S-I for control purposes.

DispAuthNo: N1-59-94-3, item 3c

A213004 Automated Tracking System

Description: Electronic log used to track action items and taskings. Action items remain on-line for 30 days and are then produced on hard copy and arranged by month.

Disposition: Destroy or delete when no longer needed.

DispAuthNo: N1-59-94-3, item 4

A213005a Deputy Assistant Secretary's Files - Documents received or sent by the Deputy Assistant Secretary or accumulated because of interest to principals

Description: a. Telegrams, other agency messages, congressional correspondence, diplomatic notes, substantive correspondence, memorandums, reports, policy and position papers and other related correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents.

Disposition: Permanent. Transfer to the RSC when 3 years old. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-94-3, item 5a

Chapter 21: Geographic Area Affairs Records

A213005b Deputy Assistant Secretary's Files - Documents received or sent by the Deputy Assistant Secretary or accumulated because of interest to principals

Description: b. Non-substantive correspondence, memorandums and related correspondence which do not establish, discuss or define foreign policy or set precedents.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-94-3, item 5b

A213006 Briefing Books

Description: Briefing books used by the Assistant Secretary and the Deputy Assistant Secretaries.

Disposition: Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-3, item 6

A213007 Assistant Secretary's Daily Activity Report (ASDAR)

Description: The daily report prepared for the Assistant Secretary and compiled from input by all component offices within the bureau.

Disposition: Permanent. Block files by calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-3, item 7

A213008 Congressional Correspondence

Description: Copies of congressional correspondence that are referred to ARA for preparation of a response.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-94-3, item 8

Chapter 21: Geographic Area Affairs Records

Inter-American Affairs-Office of the Executive Director**A213101 Mission Program Plans**

Description: Documents reflect 5-year projections for the accomplishment of post goals and objectives. Included are program plans and reviews, summary statements prioritizing mission goals and objectives, program review team comments, approved bureau-wide policy and resources statement and related correspondence.

Disposition: Permanent. Transfer to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-4, item 1

A213102a Executive Director's Files

Description: a. Subject Files. Telegrams, memorandums, decision papers, inspection reports, and other documentation used and generated by the Executive Director in directing the administration and management of the bureau.

Disposition: Transfer to RSC when 3 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-4, item 2a

A213102b Executive Director's Files

Description: b. Chronological Files. Extra copies of communications of all types arranged in chronological order. The official communications are filed in the official files.

Disposition: Transfer to RSC when 3 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-4, item 2b

A213103 Post Management Officers Files - Arranged by subject

Description: Telegrams, memorandums, reports, guidelines, procedural materials, telephone bills, copies of leases, post profiles, and other documentation relating to post management including leases, buildings and grounds, staffing, post evacuations, official vehicles, personal contracts, health, allowances, and fraud.

Disposition: Destroy 5 years after year in which prepared or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-94-4, item 3

Chapter 21: Geographic Area Affairs Records

Inter-American Affairs-Policy, Planning, Coordination & Press**A213201 Security Assistance Program Files - Arranged by subject or name of country**

Description: Telegrams, memorandums, budget proposals, regional overviews of the budget, post reporting requirements and related correspondence relating to overall security assistance program for Latin America. Subjects include trade and economic development, human rights and democracy, law enforcement, military activities, and other related subjects. Included are files of DoD liaison officers.

Disposition: Permanent. Block files by calendar year. Transfer to the RSC when 3 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-6, item 1

A213202 Munitions Licensing Case Files

Description: Control export license applications for sale of munitions related items to various inter-American countries. Arranged numerically by case number. Includes a copy of the license application as well as the Department's written response of acceptance or denial of the request. Original case file maintained by the Office of Munitions Control.

Disposition: Block files by calendar year. Destroy when 1 year old.

DispAuthNo: N1-59-94-6, item 2

A213203 Operational/Deployment Exercise Program Files

Description: Training provided by the Department of Defense for the deployment of teams overseas in support of military programs. Files document the deployment order request for the Department's approval along with an action summary providing the purpose and background information for the deployment exercise.

Disposition: Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-59-94-6, item 3

A213204 Military Travel Clearance Files

Description: Clearance requests for military officials travelling overseas. Request includes the name of the traveler along with an itinerary of proposed visit for the Department's approval.

Disposition: Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-59-94-6, item 4

Chapter 21: Geographic Area Affairs Records

A213205 Foreign Military Financing Files

Description: Telegrams, memorandums, reports and related correspondence documenting activities for inter-American countries receiving grants for international military and educational programs.

Disposition: Block files by calendar year. Transfer to the RSC when 3 years old. Destroy when 10 years old.

DispAuthNo: N1-59-94-6, item 5

A213206 National and International Labor Files

Description: Telegrams and related correspondence encompassing national and international labor related subjects. Included are International Labor Organization (ILO), regional and U.S. labor activities in Latin America as well as labor assistance projects. Files document economic, political and social issues.

Disposition: Block files by calendar year. Transfer to RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-6, item 6

A213207 Administration of Justice Files

Description: Telegrams, memoranda, reports, grant proposals and related correspondence documenting activities, and their funding, aimed at strengthening justice institutions in Latin America and the Caribbean.

Disposition: Permanent. Block files by calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-6, item 7

A213208 Human Rights Training Files

Description: Telegrams, interagency memorandums, studies, course curriculum and other related material pertaining to human rights training for overseas programs.

Disposition: Block files by calendar year. Destroy when 5 years old or 5 years after completion of a specific training program.

DispAuthNo: N1-59-94-6, item 8

A213209 Chronological Files

Description: Extra copies of documents prepared in the office.

Disposition: Destroy when 1 year old or when no longer needed.

DispAuthNo: N1-59-94-6, item 9

Chapter 21: Geographic Area Affairs Records

A213210 Press Guidance Files

Description: Documents generated and submitted to the Bureau of Public Affairs (PA) for use at daily press briefings. Records provide an update of on-going issues dealing with foreign relations between the U.S. and various inter-American countries. Also included is an index compiled by PA of daily press briefings approved for use by the Office of Press Relations. Files document activities in the fields of business, consular, economic, military and defense, operations, political, social and technology and science.

Disposition: Block files by calendar year. Destroy when 3 years old or sooner if no longer needed for current operations.

DispAuthNo: N1-59-94-5, item 1

A213211 Public Speaking Files

Description: Letters from private organizations requesting Department officials to speak on various topics at seminars, conferences, etc. Included are memorandums, publications, press clippings, telegrams, and other related correspondence on the acceptance or denial of an engagement.

Disposition: Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-59-94-5, item 2

A213212 General Correspondence from the Public

Description: Requests for publications and letters addressed to the Assistant Secretary from the general public that provide comments or other remarks on various inter-American issues.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-94-5, item 3

A213213 News Media Files

Description: Memorandums submitted to the Bureau of Public Affairs requesting the acceptance or denial for news media interviews. Included are recommendation papers stating why the Department should accept or deny the request.

Disposition: Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-59-94-5, item 4

Chapter 21: Geographic Area Affairs Records

A213214 Transcript Files

Description: Written transcripts of interviews given by the Assistant Secretary for Inter-American Affairs. Original transcript maintained by the Office of the Assistant Secretary.

Disposition: Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-59-94-5, item 5

A213215a Discovery Request Case Files - Memorandums requesting a search and production of records relating to pending litigation.

Description: a. Control Records. Included are plaintiff's request for production of documents, memorandum and order, plaintiff's memorandum in support of their motion for a temporary restraining order, discovery update and action request from offices conducting the search and copies of those documents related to the search which consist of telegrams, memorandums, letters, etc.

Disposition: Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.

DispAuthNo: N1-59-94-5, item 6a

A213215b Discovery Request Case Files - Memorandums requesting a search and production of records relating to pending litigation.

Description: b. Reproduced Documents.

Disposition: Upon advice of the Office of Legal Adviser transfer to RSC as part of Litigation Case File.

DispAuthNo: N1-59-94-5, item 6b

A213216 ARA News Roundup

Description: Copies of newspaper and magazine articles about the ARA area and related issues.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-5, item 7

Chapter 21: Geographic Area Affairs Records

Inter-American Affairs-Regional Economic & Summit Coordination**A213301 Subject/Country Files**

Description: Telegrams, memorandums, highlight reports, legislation and other related correspondence on economic and financial policies relating to economic development and stabilization in Latin America, trade and communication issues and policies affecting U.S. relations with Latin America. Files document activities relating to issues such as the Enterprise for the Americas Initiative (EAI), the Caribbean Basin Initiative (CBI) and the Andean Trade Preference Initiative (ATPI). Records reflect trade and investment, debt reduction, aid for the environment and development assistance.

Disposition: Block files by calendar year. Transfer to RSC when 3 years old or sooner if no longer needed for current operations for transfer to WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-7, item 1

A213302 Summit of the Americas Files - Arranged by subject/country

Description: Documents reflect action plans, policies, proposals, negotiating strategies, interagency meetings, talking points, reports, initiatives and related correspondence on multilateral issues such as free trade, economic integration, strengthening and safeguarding democracy and human rights throughout the Western Hemisphere.

Disposition: Permanent. Cut off files at the end of the calendar year. Transfer to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-97-18, item 1

Chapter 21: Geographic Area Affairs Records

Inter-American Affairs-Geographic Offices

A213401a Country/Subject Files - Country Desks - Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries

Description: a. Program Files. Records documenting the organization's program mission; i.e., they establish, define, or discuss foreign policy positions or set precedent.

Disposition: Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 30 years old.

DispAuthNo: N1-59-94-8, item 1a

A213401b Country/Subject Files - Country Desks - Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries

Description: b. Special Collections. Briefing books and files retained when the corresponding block is retired. These files represent high-profile political events. The date range of material will vary because their active use extends beyond 3 years.

Disposition: Permanent. Transfer immediately to RSC for transfer to the WNRC when no longer of use to the office. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-8, item 1b

A213401c Country/Subject Files - Country Desks - Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries

Description: c. All Other Files. Records documenting administrative activities, information copies of material not relating to specific program issues, chronological files, working files and other types of documents which do not establish, define or discuss foreign policy positions or set precedent. Records of this nature are identified in Chapter 3, Records Common to Most Offices, of the Records Disposition Schedules for the Department. Official documentation such as telegrams, memorandums or other related handwritten or hard copy correspondence used in formulating, coordinating and implementing foreign policy are to be retained in the program files.

Disposition: Destroy in accordance with applicable records disposition schedule item.

DispAuthNo: N1-59-94-8, item 1c

Chapter 21: Geographic Area Affairs Records

A213402a Briefing Books - Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities

Description: a. Briefing Books for the Secretary of State.

Disposition: Destroy when purpose has been served. Record copy maintained by S/S.

DispAuthNo: N1-59-94-8, item 2a

A213402b Briefing Books - Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities

Description: b. All other Briefing Books, including those prepared for the Assistant Secretary, Deputy Assistant Secretaries, and CODELS.

Disposition: Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-8, item 2b

A213403 Biographic Files

Description: Background information maintained on political leaders, foreign ministry officials and military leaders. Telegrams, memorandums, news articles, newspaper clippings and other related correspondence.

Disposition: Review annually and remove file for individuals no longer of interest. Destroy news articles, newspaper clippings and related correspondence. Offer telegrams and other documents not previously distributed to INR to the Office of Intelligence Liaison, Biographic Division (INR-B).

DispAuthNo: N1-59-94-8, item 3

A213404 Assistant Secretaries Daily Activities Report (ASDAR)

Description: Reports prepared for the Assistant Secretary by each program office providing updates on various foreign policy issues.

Disposition: Destroy when no longer needed. (Files maintained by the Front Office are designated as permanent.

DispAuthNo: N1-59-96-7, item 1

Chapter 21: Geographic Area Affairs Records

A213405a Task Force/Working Group Files - Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers and other related documents

Description: a. 7th Floor Task Force/Working Group.

Disposition: After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by S/S-IRM/SRD, destroy 1 year after conclusion of Task Force. S/S-IRM/SRD is responsible for the historical record.

DispAuthNo: N1-59-94-8, item 5a

A213405b Task Force/Working Group Files - Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers and other related documents

Description: b. Bureau Level Task Force/Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: Permanent. Transfer to the RSC 1 year after conclusion of Task Force/Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-8, item 5b

A213406 Democracy and Development Files - Office of Central American Affairs

Description: Telegrams, memorandums, briefing papers, talking points, meeting and conference material and related correspondence documenting the activities of the Partnership for Democracy and Development in Central America (PDD) which is a multilateral forum to support democratization and development in Central America. Files document activities of the organizations participating in the partnership and cover specific areas such as trade and investment and administration of justice.

Disposition: Permanent. Block files by calendar year. Transfer to the RSC when 2 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-8, item 6

Chapter 21: Geographic Area Affairs Records

A213407 Regional Affairs Subject Files - Office of Central American Affairs

Description: Telegrams, memorandums, fact sheets, briefing material and related correspondence documenting activities for special assignments in the political and economic field for Central America.

Disposition: Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 10 years old.

DispAuthNo: N1-59-94-8, item 7

A213408 Regional Narcotics Files - Office of Andean Affairs

Description: Telegrams, memorandums, strategic plans, executive summaries, situation reports and related correspondence documenting drug related activities in various Andean countries.

Disposition: Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 10 years old.

DispAuthNo: N1-59-94-8, item 8

A213409 Bi-National Commission File - Office of Mexican Affairs

Description: Joint press statements, background papers, attendance lists, issue papers, talking points and agendas for the annual bi-national commission conference.

Disposition: Permanent. Block files by calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-8, item 9

A213410 International Boundary Water Commission U.S. and Mexico (IBWC) - General Subject Files - Office of Mexican Affairs

Description: Telegrams, memoranda, letters, reports, analysis copies of treaties, background materials which document the development and implementation of the activities of the IBWC from the perspective of the Department of State. These files are accumulated by the U.S. Section's Washington Liaison Officer (Special Assistant) who is based in the Department's Office of Mexican Affairs. Arranged by subject.

Disposition: Permanent. Block files by calendar year. Transfer to RSC when 5 years old. Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-88-4, item 1

Chapter 21: Geographic Area Affairs Records

A213411 U.S. Mexico Border Affairs Subject Files - Office of Mexican Affairs

Description: Telegrams, memorandums, plans, reports, evaluations, inspections and related material which document the formulation, coordination and implementation of border related issues such as international border and bridge crossings, infrastructure improvements, human rights, and the environment.

Disposition: Permanent. Block files by calendar year. Transfer to RSC when 5 years old.
Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-94-8, item 11

Chapter 21: Geographic Area Affairs Records

East Asian & Pacific Affairs-Freely Associated State Affairs**A214001 Policy File**

Description: Documents relating to the organization and establishment of the Office of Micronesia Status Negotiations and interagency direction of the President's Personal Representative for Micronesia Status Negotiations.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 1

A214002a Political Status Negotiations Issues File

Description: Consist of documents relating to the Compact of Free Association with the Federated States of Micronesia, the Marshall Islands, and Palau, the Covenant to establish a Commonwealth of the Northern Mariana Islands and related international agreements involving matters relating to the implementation of governmental relations, economic assistance, and general provisions.

a. Compact of Free Association. Consist of original compact agreements and their related and subsidiary agreements, as well as all communications with the freely associated states regarding the interpretation and implementation of the Compacts and agreements, after the Compacts are entered into force.

Disposition: Permanent. Forward to Office of Legal Advisor upon implementation of agreement for retirement under item 23001 of the records disposition schedules for the Department.

DispAuthNo: N1-59-87-15, item 2a

A214002b Political Status Negotiations Issues File

Description: Consist of documents relating to the Compact of Free Association with the Federated States of Micronesia, the Marshall Islands, and Palau, the Covenant to establish a Commonwealth of the Northern Mariana Islands and related international agreements involving matters relating to the implementation of governmental relations, economic assistance, and general provisions.

b. Background Information on Various Aspects of the Political Status Negotiations.

Disposition: Permanent. Cut off at the end of calendar year. Transfer to RSC after termination of agreement. Transfer to WNRC after 5 years. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 2b

Chapter 21: Geographic Area Affairs Records

A214003a Negotiating Rounds File

Description: Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents.

a. Summary Record of Negotiating Round and related background information.

Disposition: Permanent. Cut off at the end of calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 3a

A214003b Negotiating Rounds File

Description: Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents.

b. Negotiation Sessions. Tapes used to document negotiating round. Collection includes 7" magnetic tapes, 45 minute and 90 minute cassette tapes. Are used as a backup; but, do not represent a complete file.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-87-15, item 3b

A214003c Negotiating Rounds File

Description: Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents.

c. Other documents.

Disposition: Cut off at the end of the calendar year. Transfer to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-87-15, item 3c

Chapter 21: Geographic Area Affairs Records

A214004 Congressional Relations

Description: Consist of documents relating to congressional and legislative matters. Included are staff and member briefings, senate and house committee reports, and other related documents.

Disposition: Destroy when obsolete, superseded, or no longer needed for current operations.

DispAuthNo: N1-59-87-15, item 4

A214005 Congressional Review of Compact File

Description: Consist of documents relating to congressional approval, implementation, oversight and review of compact, compact budget documents, and policy papers developed by the Interagency Group concerning United States relations with the Freely Associated States.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 5

A214006 Legislative Impact Statement File

Description: Consist of documents relating to scoping session conducted by the Department of State, draft statements, review comments made by the public, administration and award of contract to write draft environmental impact statement, and related documents.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 6

A214007 Plebiscite and Political Information Program (PIP) File

Description: Consist of documents relating to the organization, responsibilities and funding of the program, information pertaining to the conduct of the plebiscite, and dates and results of the ballots casted in each voting jurisdiction, and documents relating to international laws and oversight responsibilities of the Trusteeship Council.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 7

Chapter 21: Geographic Area Affairs Records

NEA Affairs-Office of the Assistant Secretary**A215001 Assistant Secretary's Files**

Description: Incoming and outgoing correspondence for the Assistant Secretary arranged by desk, by subject and monthly. Consists of memorandums, talking points, policy papers, position papers, background points, other agencies correspondence, etc.

Disposition: Permanent. Retire when 1 year old to the RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-95-17, item 1

A215002 EXDIS/NODIS Cables

Description: Copies of outgoing and incoming special caption cables.

Disposition: Destroy when 2 years old or when no longer needed.

DispAuthNo: N1-59-95-17, item 2

A215003 Briefing Books

Description: Briefing materials for appearances on the Hill, high-level officials' travel to overseas posts, or meetings with foreign officials.

Disposition: Permanent. Retire when 2 years old to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-95-17, item 3

A215004 Tracking System

Description: Electronic tracking for all outgoing communications generated by the Bureau. Identifies originator, addressee, type of document, classification, subject, date received, date signed, etc.

Disposition: Delete 4 months after completion of action item.

DispAuthNo: N1-59-95-17, item 4

Chapter 21: Geographic Area Affairs Records

NEA Affairs-Office of the Executive Director**A215101 National Security Decision Directive (NSDD 38)**

Description: NSDD 38 is the authority for staffing the Diplomatic Missions and constituent posts. Information is arranged by NEA countries and contains background information and Department's approval on the increase or decrease of positions at posts. Consists of telegrams, memorandums, congressionals, directives, etc.

Disposition: Retain until no longer needed.

DispAuthNo: N1-59-95-18, item 1

A215102 Post Management Office (PMO) Country Files

Description: Information arranged by countries and subjects on administrative issues and activities exchanged with the posts. Concerns budget, personnel, buildings, travel, etc. Consists of cables, memorandums, e-mail, etc.

Disposition: Block files annually. Retire when 2 years old to the Records Service Center (RSC) and destroy when 5 years old.

DispAuthNo: N1-59-95-18, item 2

A215103 Subject Files - PMO

Description: General information on administrative issues applicable to all posts, i.e. Department's guidance on administration matters. Information is retained both in a central file maintained by the secretary and some officers maintain separate file.

Disposition: Review files annually, destroy obsolete or superseded information.

DispAuthNo: N1-59-95-18, item 3

A215104 Historical Files - PMO

Description: Information maintained on countries where diplomatic relations were interrupted, emergency evacuations, or political unrest that impacted US relations with the country. The information contained in these files are on administrative issues surrounding the event, i.e. emergency evacuation, closing of post, reopening of post, etc. Contains cables, memorandums, reports, e-mail, etc.

Disposition: Retire one year after US relations with the country has resumed. Destroy when 10 years old.

DispAuthNo: N1-59-95-18, item 4

Chapter 21: Geographic Area Affairs Records

A215105 Mission Program Plans

Description: Annual submissions by the posts identifying goals and objectives for the post on administrative issues. Consists of cables, reports and follow-up information by the PMO.

Disposition: Permanent. Transfer to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-18, item 5

A215106 FAAS Files

Description: Reimbursement from other agencies for their operating expenses at posts. Includes cables, memos, e-mail, printouts, etc.

Disposition: Block information by fiscal year. Destroy 3 years after period covered by account. (Final paperwork on transfer of funds is submitted to FMP for processing.)

DispAuthNo: N1-59-95-18, item 6

A215107 Posts Budget Files

Description: Subject files arranged by posts covering budget operations, issues, and projects at posts. Contains cables, e-mail, reports, etc.

Disposition: Block information by year. Destroy when 2 years old.

DispAuthNo: N1-59-95-18, item 7

A215108 Transportation Documents

Description: Issuing office copies of Government transportation vouchers, requests, travel authorizations, and supporting documents.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-95-18, item 8

Chapter 21: Geographic Area Affairs Records

NEA Affairs-Geographic Offices**A215201 Program Files**

Description: Information arranged by subjects, countries or organizations documenting offices' guidance and instructions on policy developments or issues to the overseas posts on political, military, economic, and general issues. Includes cables, memorandums, reports, newspaper articles, general correspondence, questions and answers, E-mail messages, etc.

Disposition: Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations for transfer to WNRC. Destroy when 25 years old. This disposition may be applied to records with terminal dates pre-dating 1990 only after NARA review.

DispAuthNo: N1-59-95-20, item 1

A215202 Historical Files (Permanent Files)

Description: Unique collections of records on key events, crisis, or issues that have been retained in the office and kept separately from the main Program Files. Includes reports, clippings, telegrams, memorandums, and other material.

Disposition: Permanent. Block files annually. Retire to the RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-20, item 2

A215203a Task Force/Working Group Files

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents.

a. 7th Floor Task Force/Working Group

Disposition: After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by S/S-IRM/SRD, destroy 1 year after termination of the Task Force. S/S-IRM is responsible for the historical record.

DispAuthNo: N1-59-95-20, item 3a

Chapter 21: Geographic Area Affairs Records

A215203b Task Force/Working Group Files

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents.

b. Bureau Level Task Force/Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: Permanent. Transfer to the RSC 1 years after termination of Task Force/Working Group for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-20, item 3b

A215204 Biographic Files

Description: Background information on political figures, foreign ministry officials and military leaders. Includes telegrams, newspaper articles, memorandums, reports from other agencies and post reporting.

Disposition: Retain in the office. Screen and destroy when no longer needed.

DispAuthNo: N1-59-95-20, item 4

A215205 Red Borders

Description: Office responses to incoming White House correspondence. Arranged chronologically.

Disposition: Block files annually. Destroy when 3 years old.

DispAuthNo: N1-59-95-20, item 5

A215206 Chronological Files

Description: Copies of all in-house generated correspondence, memorandums, and reports arranged chronologically. The official record is located in the Program Files.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-20, item 6

Chapter 21: Geographic Area Affairs Records

A215207a Briefing Books - Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc. on Middle Eastern issues.

Description: a. Master set.

Disposition: Permanent. Retire to RSC when 5 years old or sooner for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-20, item 7a

A215207b Briefing Books - Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc. on Middle Eastern issues.

Description: b. Duplicate set.

Disposition: Destroy when 1 years old or when no longer needed.

DispAuthNo: N1-59-95-20, item 7b

A215208 Daily Activity Reports

Description: Summary of activities and issues conducted daily by the offices that are submitted to the Front Office.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-20, item 8

A215209 Working Files

Description: Files maintained by each officer which contain duplicate copies of documents that are located in the official program files and which also contains preliminary or rough drafts of documents and notes used in the preparation of final documents and reports. (NOTE: If there are no central office files, the disposition of the officers' working files is the same as the Program Files of the Office, see item 1.)

Disposition: Periodically review and screen out when no longer needed. Each officer is responsible for ensuring that the office program files are complete and that all essential documents are filed.

DispAuthNo: N1-59-95-20, item 9

Chapter 21: Geographic Area Affairs Records

NEA Affairs-Peace Process & Regional Affairs**A215301 Program Files**

Description: Cables, memorandums, memorandums of conversation, reports, clippings, general correspondence, questions and answers, E-mail messages and other material relating to peace process and regional issues. In addition to general files, there are files on military matters, economic matters, and Peace Process matters.

Disposition: Permanent. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-20, item 10

A215302 Multinational Force and Observers (MFO) Files

Description: Telegrams, reports, memorandums, correspondence, clippings, background and briefing materials, publications, diplomatic notes, and other material relating to the operations and activities of the MFO and U.S. involvement with that organization.

Disposition: Permanent. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-20, item 11

A215303 Congressional Correspondence

Description: Copies of incoming Congressional letters and NEA-prepared responses.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-95-20, item 12

A215304 Munitions Control Cases

Description: Requests for NEA's comment on munitions control cases.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-20, item 13

A215305 National Disclosure Policy Committee (NDPC) Files

Description: NEA's comments on the work of the National Disclosure Policy Committee.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-20, item 14

Chapter 21: Geographic Area Affairs Records

NEA Affairs-Office of Public Affairs**A215401 Press Guidance**

Description: Daily submissions of Questions and Answers to the Bureau of Public Affairs, Press Relations for the daily Department of State press briefings on Middle Eastern issues .

Disposition: Block files by calendar year. Destroy when 3 years old or sooner if no longer needed for current operations.

DispAuthNo: N1-59-95-19, item 1

A215402 Briefing Transcripts

Description: Copies of the transcript of the final daily press briefing from PA/PRESS.

Disposition: Block files annually. Destroy when 1 years old.

DispAuthNo: N1-59-95-19, item 2

A215403 Reference Material

Description: Copies of transcripts on Middle Eastern issues delivered by the White House and Secretary of State; background information on Middle Eastern organizations and journalists; country files containing copies of questions and answers, background material, travel advisory, consular sheets, etc. that are used for reference purposes.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-19, item 3
